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University of Oklahoma Archives
Record Group 11: Office of the Controller, Office of the Bursar

Overview of Series in Record Group 11

11/00: Reports
11/01: Office of the Controller – Jerry B. Farley, 1973-1981
11/02: Grants and Contracts Office
11/04: Office of the Bursar

Record Group 11/00
Office of the Controller: Reports

Location: 12864

Box 1: Annual and Quarterly Reports of Endowment and Loan Funds, 1955-1960

Annual Reports of Endowment, Loan, and Sundry Funds for the Regents of the University of Oklahoma for the year ended June 30, 1955

Annual Reports of Endowment, Loan, and Sundry Funds for the Regents of the University of Oklahoma for the year ended June 30, 1956

Endowment and Loan Fund Report for the year ended June 30, 1957

Endowment and Loan Fund Report for the year ended June 30, 1959

Endowment and Loan Fund Report for the quarter ended September 30, 1959

Endowment and Loan Fund Report for the quarter ended December 31, 1959

Endowment and Loan Fund Report for the quarter ended March 31, 1960

Endowment and Loan Fund Report for the year ended June 30, 1960

Endowment and Loan Fund Report for the quarter ended September 30, 1960

Location: 12864

Box 2: Annual and Quarterly Reports of Endowment and Loan Funds, 1960-1964

Endowment and Loan Fund Report for the quarter ended December 31, 1960

Endowment and Loan Fund Report for the year ended June 30, 1961

Endowment and Loan Fund Report for the period ended December 31, 1961

Endowment and Loan Fund Report for the year ended June 30, 1963

Endowment and Loan Fund Report for the period ended December 31, 1963

Endowment and Loan Fund Report for the year ended June 30, 1964

Location: 12864

Box 3: Annual Reports of Endowment and Loan Funds, 1969-1973

Endowment and Loan Fund Report for the year ended June 30, 1969

Endowment and Loan Fund Report for the year ended June 30, 1971

Endowment and Loan Fund Report for the year ending June 30, 1973

Location: 12864

Box 4: Endowment and Loan Fund Reports, 1974-1978

University Archives Record Group 11/01
Office of the Controller: Jerry B. Farley, 1973-1981

Farley served as controller between 1974 and 1981; in 1982 he became associate vice president for administrative affairs. With this change, the position of controller would not be filled until 1986. Then John A. Moore, Jr. filled it. By 1990 Farley was vice president for administrative, health sciences center.

Location: 12865

Box 1: Documentation Notebooks/Manuals, 1973-1981

Folder:

1. Accounts Receivable System, November 1973
2. Administrative Systems, Financial Accounting System, March 1, 1974
3. Cashier's Manual, Cashiering Procedures, December 1981
4. Payroll/Personnel System Description, 1976

Location: 12866

Box 2: Documentation Notebooks/Manuals, 1978-1982

Folder:

1. Position Control System, revised February 1978
2. Procedures Manual, State of Oklahoma, Executive Department, Division of the Budget, March 15, 1982

Location: 12867

Box 3: Norman Campus Operating Budgets, 1975-1980

Folder:

1. 1975-1976
2. 1976-1977
3. 1977-1978
4. 1978-1979
5. 1979-1980

Location: 12866

Box 4: Operating Budget Needs, 1979-1986

Folder:

1. 1979-1980
2. 1981-1982
3. Budgeted Revenue/Expenditures & Financial Analyses
Fiscal year 1985-1986: September-December 1985; January-April 1986
4. Controller's Monthly Financial Data Reports: September-December 1985;
January-May 1986

Location: 12866

Box 5: Statements and Reports, 1972-1986

Folder:

1. Financial Analyses w/handwritten & typed notes
October-December 1984
January-May 1985
July-October 1985
2. Statements of Operations and Budget Comparisons. February-April 1986
3. Statements of Educational & General Revenues. February-March 1986

Miscellaneous Revenue & Expenditure Summaries. March 1986 & November 1985
4. Miscellaneous handwritten and typed notes regarding budget, 1984-1985
5. Notes enclosed in 1981 Annual Financial Report
6. NACUBO printed materials:
Illustrative Exhibits, 1974
Special Report 85-6, March 29, 1985
7. Building Energy Audit, Buchanan Hall, September 26, 1978; prepared by Department of Physical Plant
8. Financial Statements, Lew Wentz Foundation: 1975, 1978, 1979, 1980
9. Financial Statements and Supplementary Information, Norman Campus: 1972, 1974, 1975, 1976, 1978, 1979, 1980, 1981, 1982

**University Archives Record Group 11/02
Controller's Office: Grants and Contracts Office**

Location: 12855

Box 1: Gifts and Grants, 1955-1963

Gifts and Grants to the University of Oklahoma and University of Oklahoma Foundation, Inc., for five years ending June 30, 1955

Gifts and Grants to the University of Oklahoma and University of Oklahoma Foundation, Inc., for five years ending June 30, 1956

Gifts and Grants to the University of Oklahoma and University of Oklahoma Foundation, Inc., for five years ending June 30, 1957

Gifts and Grants to the University of Oklahoma and University of Oklahoma Foundation, Inc., for five years ending June 30, 1958

University of Oklahoma Gifts, Grants, and Bequests, year ending June 30, 1959

University of Oklahoma Gifts, Grants, and Bequests, year ending June 30, 1960

University of Oklahoma Gifts, Grants, and Bequests, year ending June 30, 1961
(mimeographed copy)

University of Oklahoma Gifts, Grants, and Bequests, year ending June 30, 1963
(mimeographed copy)

Location: 12865

Box 2: Sponsored Programs Financial Management Reports, 1983-1985

Folder:

1. 1983: August, October, November
2. 1984: January, February, March
3. 1984: April, August, September
4. 1984: October, November, December
5. 1985: January, March, April
6. 1985: May, September, October
7. 1985: November, December

Location: 12865

Box 3: Sponsored Programs Financial Management Reports, 1986-1989

Folder:

1. 1986: January, February, May
2. 1986: September
1987: January, February
3. 1987: March, May, June
4. Five Year Report of Research Expenditures: Norman Campus, 1982-1986, (May 1987)

Comparative Statistics Sponsored Program Expenditures

5. Instruction, Training, and Public Service, Fiscal Years 1984-1988 (May 1989)
Research and Creative Activity, Fiscal Years 1984-1988 (May 1989)

Location: 12865

Box 4

Folder:

1. Financial Report, Fiscal year 1986
2. *The 15 x: A Grants & Contracts Quarterly Newsletter*, October 1983-August 1984.
3. "Funding and Administration of University Grants and Contracts – Part 1," May 7-9, 1973

**University Archives Record Group 11/04
Bursar's Office**

Location: 12865

Box 1 (Same as 11/02 Box 4)

"Revised Schedule of Tuition and Fees," Spring 1983

"Fall Semester 1982 Tuition and Fees"

Location: 9913-9932

Oversize Box 1

Warrant Register / Journal Voucher (Ledger), 1939-1946